

ATC Consulting Inc.

2061 Joshua Place

Abbotsford, B.C.

V3G 1L4

Tel: 1-888-870-1076 Fax: 1-888-870-1077

May 29, 2009

Strata NW 3312 – Windsor Oaks
19160 – 119 Avenue
Pitt Meadows, B.C.
V3Y 2L7

email: windsoroaksstrata@hotmail.com

Attention: Stu deBalinhard

Dear Sir:

Re: Strata NW 3312 – Windsor Oaks
19160 – 119 Avenue, Pitt Meadows

We have received the tenders for the roof replacement work for the above Strata complex. All tenders were received in our office prior to the 2:00 p.m. tender closing. Below are the tender summaries and attached are copies of the tenders. All prices include GST.

	30 Year with Algae Block	40 Year GAF to match clubhouse
Bollman Roofing	\$947,362.50	\$ 964,738.95
Penfold's Roofing	\$996,450.00	\$1,027,950.00
D.C. Roofing Inc.	\$704,970.00	\$ 720,510.00
Adanac Roofing	\$785,400.00	\$ 814,800.00
Hazelmere Roofing	\$892,500.00	\$ 926,100.00

As you can see the low bidder was D.C. Roofing Inc. All of these contractors are familiar with the work involved with this project.

Please do not hesitate to call should you have any questions or concerns regarding these tender results

Sincerely,

Bob McKitrick



June 25, 2009

NW3312
All Owners
19160 119th Avenue
Pitt Meadows, BC V3Y 2L7

Dear Owners:

RE: ROOF REPLACEMENT PROJECT

As the strata agent must act as the project administrator during the roof replacement and since this major project is outside the standard agency agreement, it is necessary that Ascent charge an administration fee for the extra work involved. In calculating the administration fee of 2.5%, which was agreed to by your council, we take into consideration the level of involvement of the council. The typical industry standard charges are anywhere between 3% and 7%.

To further clarify, this does not represent services provided in this capacity as that of "Project Managers".

Your project administrator will be carrying out the following scope of work:

1. General Workload

- Respond to inquiries by owners – consumes largest amount of strata agent hours.
- Liaise with the engineer, Council members and owners - ongoing.
- Review documents provided by the engineers and lawyers - ongoing.
- Respond to inquiries from lawyers, bank representatives, realtors, etc. - ongoing.
- Provide necessary documents to the above parties - ongoing.
- Provide information to owners on a daily basis - ongoing.
- Liaise with owners who experience issues during construction - usually on weekends and evenings.
- Liaise with owners who would like to complain about on-site trades, window problems, privacy, security, noise, damage and general inquiries.
- Provide notices and letters to Council - ongoing.

2. Miscellaneous Workload

- Record keeping – ongoing throughout the project.
- Bookkeeping, accounting, filing.
- Engineering invoice approvals and payments.
- Review tender document reports.
- Review contract documents.

2176 Willingdon Ave, Burnaby, BC Canada V5C 5Z9
Telephone: (604) 431 - 1800 | Fax: (604) 431 - 1818

www.ascentpm.com

THE COLUMBIA RESTORATION COMPANY LTD

17902 ROAN PLACE, SURREY, BC, V3S 5K1

PHONE: (604)574-1580 FAX: (604)574-1380

EMAIL: jesse.columbia@telus.net

www.columbiarestorations.ca

June 25, 2009

Windsor Oaks,
19160 119th Ave,
Pitt Meadows, BC

Attention: Ann Benoit
Email to:

**RE: GUTTER REPLACEMENT
LOCATED AT 19160 119TH AVE, PITT MEADOWS, B.C.**

Dear Ann,

We are pleased to present to you the following proposal for your consideration:

On the following pages you will find a description of the full scope of work that we are proposing be completed at Windsor Oaks.

GENERAL CONDITIONS

- ☐ **The Columbia Restoration Company Ltd.** proposes to furnish all labour, supervision, expertise, tools, materials and equipment as necessary to carry out the following work.
- ☐ All work will be carried out in a professional manner by workers skilled in their trade in the best method known and in keeping with all codes and regulations.

SCOPE OF WORK- GUTTERS

- Remove existing gutters and downspouts from around the perimeter of the buildings.

3. Debris will be removed from pedestrian and other public areas on a daily basis.

SITE SAFETY

1. Columbia is fully responsible for the compliance with Worker Compensation Board (WCB) and WHMIS requirements.
2. Provide temporary safety measures to close off hazardous areas and protect occupants.

INSPECTIONS

1. Regular site inspections will be done by our construction manager and project manager. A final inspection of all work completed will be done at the end of construction accompanied by the owners or property manager to ensure all work was completed to the satisfaction of all parties involved.

GUARANTEE

1. The Columbia Restoration Company Ltd. provides a 5-year labour warranty.
2. All tradesmen are covered by Workers' Compensation Board of B.C.
3. Gutters come with a 5-year labour warranty and a 40-year pro rated manufacturers' warranty
4. Our liability insurance coverage is \$5,000,000.00.
5. All work will be carried out in sections to minimize the inconvenience.

ASSOCIATIONS

1. Members of the Greater Vancouver Home Builders Association.
2. Member of the Home Builders Renowork Program.
3. Gold Seal Certified with the Canadian Construction Association.
4. Members in good standing with Better Business Bureau with an A+ rating.
5. Members of the B.C. Building Envelope Council.
6. Members of the Independent Contractors Business Association.

PRICE FOR GUTTERS

Price: \$70,164.00 plus GST

Add \$4.10 per foot for leaf guard

Add \$73.00 per location for funnel outlets and cleanout boxes.

PAYMENTS

- Monthly progress draws will be submitted to the owners on, or about, the 30th of each month and payment is due no later than 10 days after.
- The second and subsequent progress draws will be accompanied by a statutory declaration and a WCB clearance letter.
- A 10% lien holdback will be automatically deducted from each progress draw and is payable 55 days after substantial completion as described in the contract. These funds are to be placed in a joint bank account between owners and Columbia Restorations.

Thank you for the opportunity to present our proposal. If we may be of any further assistance please do not hesitate to call. We look forward to working with you in the near future.

Yours very truly,
THE COLUMBIA RESTORATION COMPANY LTD.

Jesse Foy
Property Management Division



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Sections of the Strata Property Act

- 108** (3) The resolution to approve a special levy must set out all of the following:
- (e) the date by which the levy is to be paid or, if the levy is payable in installments, the dates by which the installments are to be paid.

Payment of special levy when strata lot sold

- 109** If a special levy is approved before a strata lot is conveyed to a purchaser,
- (a) the seller owes the strata corporation the portion of the levy that is payable before the date the strata lot is conveyed, and
 - (b) the purchaser owes the strata corporation the portion of the levy that is payable on or after the date the strata lot is conveyed.

Certificate of Lien

- 116** (1) The strata corporation may register a lien against an owner's strata lot by registering in the land title office a Certificate of Lien in the prescribed form if the owner fails to pay the strata corporation any of the following with respect to that strata lot:
- (a) strata fees;
 - (b) a special levy;
 - (c) a reimbursement of the cost of work referred to in section 85;
 - (d) the strata lot's share of a judgment against the strata corporation;
 - (e) [Repealed 1999-21-25.]
- (2) The strata corporation may register a lien against any strata lot, but only one strata lot, owned by an owner as owner developer, by registering in the land title office a Certificate of Lien in the prescribed form if the owner developer fails to pay an amount payable to the strata corporation under section 14 (4) or (5), 17 (b) or 20 (3).
- (3) Subsections (1) and (2) do not apply if
- (a) the amount owing has, under section 114, been paid into court or to the strata corporation in trust,
 - (b) arrangements satisfactory to the strata corporation have been made to pay the money owing, or
 - (c) the amount owing is in respect of a fine or the costs of remedying a contravention.
- (4) On registration the certificate creates a lien against the owner's strata lot in favour of the strata corporation for the amount owing.
- (5) The strata corporation's lien ranks in priority to every other lien or registered charge except
- (a) to the extent that the strata corporation's lien is for a strata lot's share of a judgment against the strata corporation,
 - (b) if the other lien or charge is in favour of the Crown and is not a mortgage of land, or
 - (c) if the other lien or charge is made under the Builders Lien Act.
- (6) On receiving the amount owing, the strata corporation must within one week remove the lien by registering in the land title office an Acknowledgment of Payment in the prescribed form.

Forced sale of owner's strata lot to collect money owing

- 117** (1) After the strata corporation has registered a Certificate of Lien against a strata lot, the strata corporation may apply to the Supreme Court for an order for the sale of the strata lot.
- (2) If the strata corporation has obtained a judgment for the amount owing, the court may, after considering all the circumstances, make an order for the sale of the strata lot.
- (3) If the strata corporation has not obtained a judgment for the amount owing, the court may try the issue and may
- (a) order that judgment be entered against the owner in favour of the strata corporation for the amount of the lien or for an amount that the court, as a result of the trial, finds owing, and
 - (b) if judgment is entered against the owner, make an order for the sale of the strata lot after considering all the circumstances.
- (4) An order for the sale of a strata lot must provide that, if the amount owing is not paid within the time period required by the order, the strata corporation may sell the strata lot at a price and on terms to be approved by the court.

Costs added to amount owing

- 118** The following costs of registering a lien against an owner's strata lot under section 116 or enforcing a lien under section 117 may be added to the amount owing to the strata corporation under a Certificate of Lien:
- (a) reasonable legal costs;
 - (b) land title and court registry fees;
 - (c) other reasonable disbursements.



June 15, 2009

NW3312

All Owners & Residents

"Windsor Oak"

19160 119th Avenue

Pitt Meadows, BC V3Y 2L7

IMPORTANT NOTICE

LINE PAINTING

Please be advised that Tarmac painters will be on site Saturday, June 27, 2009, weather permitting. They will be re-painting the parking stall lines, curbs, speed-bumps and stencil work around the complex.

The two entrances will be blocked off with pylons and signs will be posted indicating "Painting in Progress". To avoid making a mess of the freshly painted surfaces, all owners, residents and guests are asked to move and/or park elsewhere between 9:00 a.m. and 5:00 p.m. If at all possible, please do not park in the complex Friday night unless you park in your garage with the intention of keeping the car there until after 5:00 p.m. on Saturday.

By doing so, you are helping to make their job easier because the lazer guided machines do not fit between parked cars and you also ensure that your car is not damaged by industrial strength paint splatter.

Sorry for any inconvenience this may cause.

Kind regards,

Ann Benoit

Strata Agent

AB/mm

2176 Willingdon Ave, Burnaby, BC Canada V5C 5Z9
Telephone: (604) 431 - 1800 | Fax: (604) 431 - 1818

www.ascentpm.com

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW 3312 - "WINDSOR OAK"
19160 - 119th AVENUE, PITT MEADOWS, BC**

Held on May 13, 2009 in the Clubhouse

PRESENT: Stewart deBalinhard President
 Marie Bourgeois Vice-President
 Kim Musselman Treasurer
 Anita Boulianne
 Deb Schoch

REGRETS: Luba Streleaff
 Don Mann

AGENT: Ann Benoit, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 7:02 p.m.

COUNCIL OFFICER POSITIONS

Stewart deBalinhard President
Marie Bourgeois Vice-President
Kim Musselman Treasurer

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the January 14, 2009 minutes, as previously circulated.

FINANCIALS

Financial Statements: It was **MOVED, SECONDED** and **CARRIED** to defer approval of the financial statements, to permit review by the treasurer.

Contingency Reserve: As previously reported, funds are being borrowed from the Contingency Reserve Fund to cover operating expenses. The operating budget deficit recovery levy that was approved by all owners at the recent Annual General Meeting (AGM) is due by October 1, 2009, for financial convenience purposes only.

Arrears: Statements have been forwarded to all owners who are in arrears. As previously reported, two units were forwarded to the strata corporation's legal representative for collection; one owner has remitted their payment. It was **MOVED, SECONDED** and **CARRIED** to lien two units who did not respond to the demand letters that were previously sent.

BUSINESS ARISING

1. **Window Replacement:** The strata agent apologized and advised council that she made an error and did not update the budget after the Annual General Meeting to reflect the owner's change when the window replacement line item was increased from \$3,000 to \$8,000. Given this, the current amount of strata fees is incorrect and there should be an approximate \$5.00/month increase for each owner. A letter will be forwarded to all owners advising them of the correct strata fee amount and the adjustment that is required for the few months where the incorrect amount was collected. Council is currently collecting the window notices from owners to compile a final list of required window

9. **Ivy:** Ivy is growing under the vinyl siding near the front door of one unit and correspondence will be forwarded to the owner requesting that they immediately remove it.
10. **New Grass Seed:** With the removal of the deceased shrubs along 119th, Council would like to request that all of the owners living along 119th water the new grass seed once it has been spread.
11. **Speed Bump and Parking Stall Number Painting:** Once the weather improves, some members of council will be painting the speed bumps and parking stall numbers. All owners who would like to volunteer to help are asked to email council at the strata corporation's website: windsoroaksstrata@hotmail.com
12. **Attempted Break-in:** An attempted break-in occurred to one unit on May 4, 2009. All owners are requested to remain vigilant.

If you observe or hear any of the following, please do not hesitate to immediately report it to the local authorities:

- Someone screaming or shouting for help
- Sounds of breaking glass or shattering wood
- Unusual noises
- A beam from a flashlight or light in a neighbour's home
- Persons going door to door
- Someone looking into windows and parked cars
- Persons waiting in front of a home or loitering around the neighbourhood
- A stranger in the back yard
- Property being taken out of houses where no one is at home
- Property being carried by persons on foot
- Property being loaded into a vehicle or being removed from a vehicle
- An opened or forced door or window
- Strange vehicles parked at your neighbour's house
- Slow moving vehicles cruising the block

Council also recommends that you leave the exterior lights on overnight.

CORRESPONDENCE

1. Correspondence was received from an owner concerning landscaping upgrades.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:25 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan NW 3312



Ann Benoit
Strata Agent
abenoit@ascentpm.com
Direct Line: 604-293-2418

AB/mm

PLEASE BE ADVISED THAT ASCENT STRATA EMERGENCY NUMBER IS 604-293-2459.

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 Email: abenoit@ascentpm.com Website: www.ascentpm.com

www.newcitycontracting.com

1495 Frances Street, Vancouver B.C. V5L 1Z1

Tel: 604-215-7374 Fax: 604-254-7814

info@newcitycontracting.com

NEWCITY
contracting limited
Building Maintenance and Renewal

Windsor Oaks

Notice#2 -Building Envelope Maintenance Program

Thank you for choosing New City Contracting for your exterior cleaning.

New City Contracting will begin washing the exterior of your building in preparation for the application of new paint.

We have started the exterior envelope and balcony cleaning project on **March 30, 2009**.

The scope of the work will include the following items: Cleaning debris off of roof tops, cleaning gutters, cleaning dryer vents, washing exterior walls and balconies, cleaning windows and power washing walk ways and curbs.

We will clean the following units on the following dates:

Units ~~71-72~~nd : April 01, 2009

APRIL 13-14-2009

Please ensure that windows are closed during this period to prevent water from entering your home. For privacy reasons, we also suggest that you close your window coverings during work hours.

We would require that **all items** be removed from balconies so that we can clean and inspect the balconies properly. If you have large items that cannot be moved into your apartment like barbeques, we will be able to move or work around these items. We would like you to remove items that you do not want damaged from water.

Please feel free to contact me should you have any concerns or questions.

Chris Maslovich – General Manager – Painting/Cleaning Division - New City Contracting 604-215-7374 ext. 6

On site Supervisor: Graham DeClercq 604-779-5444

Thank you in advance for your cooperation and patience. We appreciate your business.

Windsor Oaks

General Notice – Building Envelope Maintenance Program

Thank you for choosing New City Contracting for your exterior cleaning.

New City Contracting will begin washing the exterior of your building

We will be starting the exterior envelope and balcony cleaning project on **March 30, 2009**.

The scope of the work will include the following items: Cleaning debris off of roof tops, cleaning gutters, cleaning dryer vents, washing exterior walls and balconies, cleaning windows and power washing walk ways and curbs.

We will clean the following units on the following dates:

Units 1-13: March 30-April 2

Units 14-17, 22-27: April _____

Units 18-21, 28-31, 41-43 and 52-55: April _____

Units 32-39, and 44-51: April _____

Units 56-59 and 65-70: April _____

Units 60-64 and 71-80: April _____

*****Note** we have only provided dates for **Units 1-13** at this time. We have done this to reduce the length of time residents have to have their items removed from their balconies. Once cleaned, items can be returned.***

We will re-send an updated notice to the next series of units **48 hours** in advance.

If you know that you will be away for an extended period of time, please remove all items immediately to avoid any delays.

Please ensure that windows are closed during this period to prevent water from entering your home. For privacy reasons, we also suggest that you close your window coverings during work hours.

We would require that **all items** be removed from balconies so that we can clean and inspect the balconies properly. If you have large items that cannot be moved into your apartment like barbeques, we will be able to move or work around these items. We would like you to remove items that you do not want damaged by water.

Please feel free to contact me should you have any concerns or questions.

Chris Maslovich – General Manager – Painting/Cleaning Division - New City Contracting 604-215-7374 ext. 6

On site Supervisor: Graham DeClercq 604-779-5444

Thank you in advance for your cooperation and patience. We appreciate your business.





May 20, 2009

NW 3312
All Owners
19160 119th Avenue
Pitt Meadows, BC V3Y 2L7

Dear Owners:

RE: BUDGETARY MISHAP

We are writing to you on behalf of the owners of Strata Plan NW 3312 - "Windsor Oak."

At the last Annual General Meeting, the budget was approved and the amount allocated to the window replacement line item increased from \$3,000.00 to \$8,000.00. As a result, everyone's strata fees should have gone up by a little.

As you may already be aware, this did not happen and owners are currently paying an incorrect strata fee amount.

The strata agent would like to take this opportunity to apologize as she failed to implement the change.

In order to ascertain what it is that you actually owe in strata fees, please refer the attached strata fee schedule. There should be an approximate \$5.00/month increase for each owner. However, we regret to inform you that an adjustment is required for the few months where the incorrect amount was collected. The adjustment figures can also be found on an attached schedule.

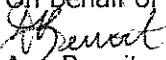
Kindly forward post-dated cheques, made payable to "OWNERS' STRATA PLAN NW 3312", to Ascent Real Estate Management Corporation for what is left of the fiscal year beginning February 1, 2009 to January 31, 2010 (inclusive). If you are currently on the pre-authorized payment plan (PAP), there will be no need to contact our offices, as the amount of your strata fees will be adjusted accordingly.

For those of you who pay your strata fees by cheque, please submit an additional cheque for the adjustment. If you are on PAP for your strata fees, the adjustment will be automatically withdrawn from your account on July 1, 2009.

Sorry for any inconvenience this may cause. Should you have any questions or require further information, please do not hesitate to contact the undersigned.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners Strata Plan NW 3312


Ann Benoit
Strata Agent
AB/mm

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2176 Willingdon Ave, Burnaby, BC Canada V5C 5Z9

Telephone: (604) 431 - 1800 | Fax: (604) 431 - 1818

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STRATA PLAN NW3312 (Windsor Oak)
STRATA FEE SCHEDULE
February 1, 2009 - January 31, 2010

ANNUAL OPERATING FEE	156,407.70	161,407.70
ANNUAL CRF FEE	25,000.00	25,000.00
ANNUAL STRATA FEE	<u>181,407.70</u>	<u>186,407.70</u>

SL	SUITE	U/E	2009-2010 STRATA FEES			2008-2009		Operating fee (increase for windows)	Difference With additional window)	Corrected monthly strata fee	New Adjustment Feb-May
			OPERATING	CRF FEE	Total Fees	Strata Fees	Change				
1	1	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
2	2	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
3	3	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
4	4	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
5	5	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
6	6	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
7	7	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
8	8	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
9	9	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
10	10	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
11	11	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
12	12	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
13	13	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
14	14	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
15	15	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
16	16	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
17	17	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
18	18	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
19	19	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
20	20	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
21	21	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
22	22	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
23	23	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
24	24	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
25	25	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
26	26	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
27	27	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
28	28	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
29	29	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
30	30	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
31	31	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
32	32	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
33	33	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
34	34	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
35	35	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
36	36	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
37	37	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
38	38	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
39	39	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
40	40	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
41	41	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
42	42	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
43	43	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
44	44	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
45	45	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
46	46	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
47	47	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
48	48	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
49	49	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
50	50	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
51	51	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
52	52	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
53	53	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
54	54	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
55	55	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
56	56	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
57	57	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
58	58	11	130.34	20.83	151.17	137.63	13.54	134.51	4.17	155.34	16.67
59	59	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
60	60	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
61	61	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
62	62	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
63	63	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
64	64	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
65	65	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
66	66	14	165.89	26.52	192.40	175.17	17.23	171.19	5.30	197.71	21.21
67	67	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
68	68	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
69	69	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79
70	70	19	225.13	35.98	261.12	237.72	23.40	232.33	7.20	268.31	28.79



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

Email: ascent@ascentpm.com

Website: www.ascentpm.com

April 10, 2009

All Owners
Strata Plan NW 3312
"Windsor Oak"
19160 – 119th Avenue,
Pitt Meadows, BC V3Y 2L7

STRATA FEES EFFECTIVE FEBRUARY 1, 2009 – STRATA FEE INCREASE
STRATA FEE ADJUSTMENT REQUIRED
DEFICIT RECOVERY LEVY – DUE OCTOBER 1, 2009

Strata Fee Increase

Further to the Annual General Meeting held on March 26, 2009, please be advised that a new budget has been approved and as a result, Strata Fees for each strata lot owner have increased. Please see the attached for particulars relating to your strata lot.

Kindly forward twelve post-dated cheques, for monthly Strata Fees, to Ascent Real Estate Management Corporation for the fiscal year beginning February 1, 2009 to January 31, 2010 (inclusive). Please generate cheques made payable to "OWNERS' STRATA PLAN NW 3312" with your strata lot number quoted on the bottom left side.

If you are currently on the pre-authorized payment plan (PAP), there will be no need to contact our offices, as the amount of your Strata Fees will be adjusted accordingly.

Strata Fee Adjustment

A two month strata fee adjustment is required for February and March. If you are on PAP for your strata fees, it will automatically be withdrawn from your account on May 1, 2009. If you pay your strata fees by cheque, please submit a cheque for the two month adjustment.

Deficit Recovery Levy

The deficit recovery levy was approved by the owners at the AGM, and is due by October 1, 2009. Please submit a cheque payable to your strata plan, NW 3312. **The deficit recovery levy will not be withdrawn automatically from your account.** Please see the attached for the particulars related to your unit.

Should you require any assistance, or have any questions in this regard, please do not hesitate to contact myself or the Accounts Receivables Department at 604-431-1800.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan NW 3312

Ann Benoit.
Strata Agent
AB/mm

cc: Mary Ward – Accountant

Head Office: 2176 Willingdon Avenue, Burnaby, BC Canada V5C 5Z9 Tel: (604) 431-1800 Fax: (604) 431-1818

South Branch: 2141 10970 King George Highway, Burnaby, BC Canada V3T 2W4 Tel: (604) 582-8336 Fax: (604) 582-8312

Annual General Meeting Minutes Strata Plan NW 3312 (March 26, 2009)

STRATA PLAN NW3312 (Windsor Oak)
STRATA FEE SCHEDULE
February 1, 2009 - January 31, 2010

ANNUAL OPERATING FEE
ANNUAL CRF FEE
ANNUAL STRATA FEE

156,407.70
25,000.00
181,407.70

SL	SUITE	U/E	2009-2010 STRATA FEES			2008-2009	
			OPERATING	CRF FEE	Total Fees	Strata Fees	Change
1	1	14	165.89	26.52	192.40	175.17	17.23
2	2	14	165.89	26.52	192.40	175.17	17.23
3	3	14	165.89	26.52	192.40	175.17	17.23
4	4	14	165.89	26.52	192.40	175.17	17.23
5	5	14	165.89	26.52	192.40	175.17	17.23
6	6	11	130.34	20.83	151.17	137.63	13.54
7	7	14	165.89	26.52	192.40	175.17	17.23
8	8	11	130.34	20.83	151.17	137.63	13.54
9	9	14	165.89	26.52	192.40	175.17	17.23
10	10	19	225.13	35.98	261.12	237.72	23.40
11	11	19	225.13	35.98	261.12	237.72	23.40
12	12	19	225.13	35.98	261.12	237.72	23.40
13	13	19	225.13	35.98	261.12	237.72	23.40
14	14	19	225.13	35.98	261.12	237.72	23.40
15	15	19	225.13	35.98	261.12	237.72	23.40
16	16	19	225.13	35.98	261.12	237.72	23.40
17	17	19	225.13	35.98	261.12	237.72	23.40
18	18	11	130.34	20.83	151.17	137.63	13.54
19	19	14	165.89	26.52	192.40	175.17	17.23
20	20	11	130.34	20.83	151.17	137.63	13.54
21	21	14	165.89	26.52	192.40	175.17	17.23
22	22	14	165.89	26.52	192.40	175.17	17.23
23	23	14	165.89	26.52	192.40	175.17	17.23
24	24	11	130.34	20.83	151.17	137.63	13.54
25	25	14	165.89	26.52	192.40	175.17	17.23
26	26	11	130.34	20.83	151.17	137.63	13.54
27	27	14	165.89	26.52	192.40	175.17	17.23
28	28	11	130.34	20.83	151.17	137.63	13.54
29	29	14	165.89	26.52	192.40	175.17	17.23
30	30	11	130.34	20.83	151.17	137.63	13.54
31	31	14	165.89	26.52	192.40	175.17	17.23
32	32	11	130.34	20.83	151.17	137.63	13.54
33	33	14	165.89	26.52	192.40	175.17	17.23
34	34	11	130.34	20.83	151.17	137.63	13.54
35	35	14	165.89	26.52	192.40	175.17	17.23
36	36	11	130.34	20.83	151.17	137.63	13.54
37	37	14	165.89	26.52	192.40	175.17	17.23
38	38	11	130.34	20.83	151.17	137.63	13.54
39	39	14	165.89	26.52	192.40	175.17	17.23
40	40	11	130.34	20.83	151.17	137.63	13.54
41	41	14	165.89	26.52	192.40	175.17	17.23
42	42	11	130.34	20.83	151.17	137.63	13.54
43	43	14	165.89	26.52	192.40	175.17	17.23
44	44	11	130.34	20.83	151.17	137.63	13.54
45	45	14	165.89	26.52	192.40	175.17	17.23
46	46	11	130.34	20.83	151.17	137.63	13.54
47	47	14	165.89	26.52	192.40	175.17	17.23
48	48	11	130.34	20.83	151.17	137.63	13.54
49	49	14	165.89	26.52	192.40	175.17	17.23
50	50	11	130.34	20.83	151.17	137.63	13.54
51	51	14	165.89	26.52	192.40	175.17	17.23
52	52	11	130.34	20.83	151.17	137.63	13.54
53	53	14	165.89	26.52	192.40	175.17	17.23
54	54	11	130.34	20.83	151.17	137.63	13.54
55	55	14	165.89	26.52	192.40	175.17	17.23
56	56	11	130.34	20.83	151.17	137.63	13.54
57	57	14	165.89	26.52	192.40	175.17	17.23

0.10

STRATA PLAN NW3312
WINDSOR OAK
SPECIAL LEVY - DEFICIT RECOVERY
Due upon approval. (Pay by Oct 1/09 for convenience only.)

DEFICIT RECOVERY LEVY

\$9,140.44

SL	SUITE	U/E	DEFICIT LEVY
1	1	14	116.33
2	2	14	116.33
3	3	14	116.33
4	4	14	116.33
5	5	14	116.33
6	6	11	91.40
7	7	14	116.33
8	8	11	91.40
9	9	14	116.33
10	10	19	157.88
11	11	19	157.88
12	12	19	157.88
13	13	19	157.88
14	14	19	157.88
15	15	19	157.88
16	16	19	157.88
17	17	19	157.88
18	18	11	91.40
19	19	14	116.33
20	20	11	91.40
21	21	14	116.33
22	22	14	116.33
23	23	14	116.33
24	24	11	91.40
25	25	14	116.33
26	26	11	91.40
27	27	14	116.33
28	28	11	91.40
29	29	14	116.33
30	30	11	91.40
31	31	14	116.33
32	32	11	91.40
33	33	14	116.33

74	73	14	116.33
75	75	19	157.88
76	76	19	157.88
77	77	19	157.88
78	78	19	157.88
1100			9,140.44

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN NW 3312 - "WINDSOR OAK"
19160 119TH AVENUE, PITT MEADOWS, BC**

HELD: Thursday, March 26, 2009

PLACE: Clubhouse – 19160 119th Avenue, Pitt Meadows, BC

STRATA AGENT: Ann Benoit, *Strata Agent, Ascent Real Estate Management Corporation*

REGISTRATION

Upon arrival, owners signed next to their strata lots on the registration sheet provided.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

QUORUM REPORT

Registration confirmed that there were thirty-six (36) owners present in person or by proxy. This exceeded the required quorum of twenty-five (25) and the meeting was declared competent to proceed.

Ann Benoit, the strata agent, was elected to facilitate the meeting.

PROOF OF NOTICE

The Notice of Call was delivered to all owners on March 5, 2009. It was moved, seconded and carried to accept the proof of notice. **CARRIED.**

MINUTES OF PREVIOUS GENERAL MEETINGS

It was moved by unit #44, and seconded by unit #53, to adopt the minutes of the Annual General Meeting held March 26, 2008. **CARRIED.**

REPORT ON INSURANCE

It was moved and seconded to accept the report as presented. The strata agent reminded owners that they must have insurance for all betterments, including all fixtures, within their units. Any owners with questions regarding proper insurance coverage should contact the strata agent. The strata agent also informed owners that they should have their own general liability insurance coverage and ensure that their own personal insurance satisfies the strata corporation's deductible limits. All owners were requested to refer to the information sheet concerning personal insurance that was attached to the Notice of Call. **CARRIED.**

COUNCIL REPORT – By Stewart deBalinhard

The council president, Stewart deBalinhard, advised all owners that the strata corporation ended the fiscal year in a \$9,140.44 deficit position. He then detailed all the expenditures which resulted in the deficit.

He further informed the owners that council was focused on collecting strata fees in arrears to ensure that the strata corporation had the necessary funds to continue with routine maintenance.

SPECIAL RESOLUTION (3/4 VOTE) #2 FIRE PIT BYLAW ADDITION

PREAMBLE

As council is concerned about the risk fire pits present to all owners and property;

RESOLUTION

BE IT RESOLVED, the owners, Strata Plan NW 3312, do hereby approve the addition of the following bylaw:

44.17 Fire pits of any kind are not permitted to be used on limited common property, common property or a common asset of the strata corporation.

It was moved by unit #29 and seconded by unit #28 to approve the resolution.

There were thirty-five (35) votes in favour and one (1) opposed.

CARRIED.

NEW BUSINESS

1. An owner requested that all owners follow the strata corporation's bylaws and refrain from permitting their pets to urinate and defecate on common property.
2. An owner requested that all owners adhere to the parking regulations as numerous owners are currently parking in visitors parking.
3. An owner requested that council address the deceased bushes near the west side entrance. Council informed the owner that communication has already been forwarded to the City advising them that the bushes along Harris Road are deceased and that the disease will eventually affect all landscaping at Windsor Oak. The City has not yet responded, so council advised the owners that they will be removing the bushes.
4. An owner advised all owners to be vigilant when parking their vehicles along 119th as some vehicles have been vandalised.
5. An owner requested that council install signs advising all owners that their children are not to play on the roadways due to personal safety issues.
6. An owner inquired as to when council will be looking at replacing the cedar fencing. Council advised the owners that due to the large expense it will be deferred at this time. The replacement of the fence will be addressed with all owners once the roofing project is complete.
7. An owner requested that council research options to purchase a snow blower.

<p>GARAGE SALE: The strata corporation's annual garage sale is scheduled for Saturday, May 24, 2009 from 9AM to 3PM.</p>

ELECTION OF COUNCIL

The following owners were nominated and agreed to stand for council:



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

Email: ascent@ascentpm.com

Website: www.ascentpm.com

**NOTICE OF CALL: MARCH 5, 2009
TAKE NOTICE THAT THE ANNUAL GENERAL MEETING
OF STRATA PLAN NW 3312 – "WINDSOR OAK"
LOCATED AT 19160 119TH AVENUE, PITT MEADOWS, BC
WILL BE HELD: MARCH 26, 2009**

DATE: Thursday, March 26, 2009

TIME: 7:00 p.m. Registration starts at 6:45 p.m.

PLACE: CLUBHOUSE – 19160 119TH AVENUE, PITT MEADOWS, BC

An agenda for the meeting is enclosed herewith. Please read this material prior to the meeting and bring it with you to the meeting for reference.

In order to vote, an Owner must have paid in full all strata fees, fines or other charges owing to the Strata Corporation. Cheques will not be accepted at the meeting unless certified. If you are uncertain as to the status of your account please call (604) 431-1800 between 8:30 a.m. and 4:30 p.m.

AGENDA

1. Registration
2. Call to Order
3. Quorum Report
4. Elect Person to Chair Meeting
5. Proof of Notice
6. Approval of previous Annual General Meeting Minutes
– Wednesday, March 26, 2008
7. Insurance Coverage Report
8. Council Report – Stewart deBalinhard
9. Budget Approval (Majority Vote)
10. Special Resolutions (3/4 Vote)
 #1 Deficit Recovery Levy
 #2 Fire Pit Bylaw Addition
11. New Business
12. Election of Council
13. Adjournment

PROXY APPOINTMENT
(Section 56)

Re: Strata Lot _____ of Strata Plan _____

I/We, _____, the owner(s)/tenant(s)/mortgagee of the strata lot described above, appoint _____ to act as my/our proxy at the annual or special general meeting to be held on Wednesday, March 26, 2009.

Signature of Owner/Tenant/Mortgagee

Signature of Owner/Tenant/Mortgagee

Budget –Majority Vote

In Favour ☐

Opposed ☐

Abstain ☐

Resolution #1 2007/2008 Operating Budget Deficit Levy

In Favour ☐

Opposed ☐

Abstain ☐

Resolution #2 Fire Pit Bylaw Addition

In Favour ☐

Opposed ☐

Abstain ☐



ASCENT RESIDENTIAL STRATA PROGRAM Certificate of Insurance

Name of Insured & Mailing Address:
The Owners of Strata Plan NW 3312
c/o Ascent Real Estate Management Corporation
2176 Willingdon Avenue
Burnaby, BC V5C 5Z9

Name of Broker & Mailing Address:
CMW Insurance Services Ltd.
700-1901 Rosser Avenue
Burnaby, BC V5C 6R6

Location of Risk: 19160 - 119th Avenue, Pitt Meadows, BC V3Y 2L7

Period of Insurance: August 1, 2008 to August 1, 2009
Both dated to 12:01 am Standard Time at the address of the Insured.

Total Premium: \$27,782.

Coverage provided under this certificate is only for those coverages specified below and is subject to all terms, conditions, provisions, limitations and exclusions as set out in the Master Policies identified herein.

A. PROPERTY

Master Policy No. CDN 2763
Insurance Company:
Waiver of Subrogation:

Premium (Section A): \$26,243.
Certificate No. CMWA P0187
As per Schedule of Subscribing Insurers attached
The Insurers rights of subrogation are waived against
Ascent Real Estate Management Corporation

Section	Sum Insured	Description of Coverages
A	\$20,994,000.	Property of Every Description
A	Not Covered	Business Interruption – 12 Months Indemnity

Conditions:

All Risks of direct physical loss or damage to property described at Location of Risk shown above.
Basis of Loss Settlement – Replacement Cost including By-Laws.
Extended Replacement Cost subject to an appraisal being filed with the Insurers and dated within 12 months prior to the effective date of the policy. Failing to do so, the policy shall be subject to Stated Amount Co-insurance.

Special Conditions:

Property additions, alterations and repairs are subject to a limit of 15% of the Sum Insured, with a maximum of \$500,000. Coverage is not provided for any additions, alterations or repairs which are in excess of this sub-limit unless reported to and specifically agreed to by Insurer(s) prior to the commencement date.

Deductibles:

All Losses \$2,500. except: Water Damage \$5,000.; Sewer Back-up \$5,000.; All losses arising directly or indirectly from water mains \$15,000.; Residential Glass Breakage \$100.; Commercial Glass Breakage \$250.; Master Key \$250.; Earthquake 10% of the value of the building(s) involved in the loss (minimum \$100,000.); Flood \$10,000.; Loss or damage caused by Illegal Drug Activity as defined under Standard Conditions \$2,500.

Loss Payable:

To the Condominium Corporation (Subject to the Strata Property Act or similar statute in the province of jurisdiction)

In consideration of the premium specified herein and subject to the terms and conditions of Master Policy CDN 2763 and endorsement(s) attached thereto and hereto, insurance is provided to the NAMED INSURED to an amount not exceeding the SUM INSURED specified in this Certificate or in any endorsement(s) attached hereto, but in no event to exceed One Hundred Million Dollars (\$100,000,000.) in any one loss or occurrence.

D. PROFESSIONAL LIABILITY

Master Policy No. 501148987 (Section D1):
Master Policy No. 501148986 (Section D2):
Insurance Company:

Premium (Section D): \$382.
Certificate No. CMWA D0187
Certificate No. CMWA E0187
ING Insurance Company of Canada
400-2955 Virtual Way
Vancouver, BC V5M 4X6
Nil
\$1,000.
Ascent Real Estate Management Corporation

Deductible (Section D1):

Deductible (Section D2):

Name of Insured (Section D2):

Section	Limits of Liability	Description of Coverages
D1	\$2,000,000.	Directors & Officers Liability (Errors & Omissions) Per Wrongful Act and Annual Aggregate
D1	Not Covered	Discrimination Defense Costs Per Unsuccessful Action or Complaint
D1	Not Covered	Discrimination Defense Costs - Annual Aggregate
D2	\$2,000,000.	Errors & Omissions Liability Per Wrongful Act and Annual Aggregate

E. CRIME

Master Policy No. 501177358
Insurance Company:

Premium (Section E): Not Covered
Certificate No. CMWA L0187
ING Insurance Company of Canada
400-2955 Virtual Way
Vancouver, BC V5M 4X6
Not Applicable

Deductible (Section E):

Section	Limit of Liability	Description of Coverages
E	Not Covered	Broad Form Money and Securities, Loss Inside and Outside Premises
E	Not Covered	Employee Dishonesty Coverage - Form A, Commercial Blanket Bond

The insurance provided by this individual Certificate is subject to all terms, conditions, provisions, limitations and exclusions of Master Policy Number CDN 2763, CDN 2763BM, 501177358, 501148987 and 501148986 and may be canceled by the Insurers by registered mail with thirty days notice or as provided by the Master Policy.

In the event of loss or damage or any change in risk, immediate notice must be given to the insurers or to the broker.

SUBSCRIBING INSURERS**Section A. PROPERTY**

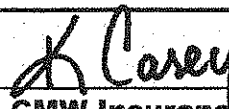
Master Policy No. CDN 2763 Certificate No. CMWA P0187

The interest of each insurer hereunder is individual and not joint, and wherever any right or privilege is retained by the insurers, such right or privilege may be exercised by each insurer independently. The liability of each of the Insurer(s) shall be limited to that proportion of the loss which the percentage of liability set against the name of the individual Insurer bears to the total amount insured hereunder.

Insurers	Section	Interest	Premium
Commonwealth Insurance Company	A	55%	\$14,434.
ACE INA Canada	A	25%	\$6,561.
Zurich Insurance Company	A	20%	\$5,248.
Total:		100%	\$26,243.

Date Issued: August 12, 2008

E&OE/ RevAug2008



CMW Insurance Services Ltd.
(Authorized Representative)

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Windsor Oak (nw3312)
Income Statement
 Unaudited for 12 Months
 For the period ending January 31, 2009

Account		MTD Actual	MTD Budget	YTD Actual	YTD Budget	\$ Variance	Annual Budget
Income							
Operating Income (Strata)	3000-0000	11,679.77	11,679.67	140,157.00	140,156.00	1.00	140,156.00
Contingency Reserve Income	3010-0000	2,083.33	2,083.33	24,999.96	25,000.00	(0.04)	25,000.00
Interest Income	3030-0000	17.70	41.67	462.68	500.00	(37.32)	500.00
Amenity Rental	3070-0000	0.00	0.00	1,349.83	0.00	1,349.83	0.00
Total Income		13,780.80	13,804.67	166,969.47	165,656.00	1,313.47	165,656.00
Expense							
Agent Fee	4000-0000	1,653.75	1,669.50	20,418.75	20,034.00	(384.75)	20,034.00
Legal/consulting fees	4010-0000	0.00	62.50	0.00	750.00	750.00	750.00
Photocopying/Postage	4012-0000	360.00	208.33	3,497.48	2,500.00	(997.48)	2,500.00
Bank Charges	4015-0000	6.00	6.00	74.00	72.00	(2.00)	72.00
Insurance	4040-0000	2,402.00	2,000.00	25,918.98	24,000.00	(1,918.98)	24,000.00
Insurance Claim	4040-0020	0.00	416.67	0.00	5,000.00	5,000.00	5,000.00
Electricity	4050-0000	247.00	125.00	1,249.64	1,500.00	250.36	1,500.00
Gas	4058-0000	102.94	50.00	497.38	600.00	102.62	600.00
Fire Protection	4142-0000	666.75	208.33	4,084.50	2,500.00	(1,584.50)	2,500.00
Painting	4145-0000	0.00	125.00	0.00	1,500.00	1,500.00	1,500.00
Repairs & Maintenance - Interior	4160-0010	0.00	416.67	6,830.28	5,000.00	(1,830.28)	5,000.00
Repairs & Maintenance - Exterior	4160-0020	11,889.93	2,083.33	32,740.02	25,000.00	(7,740.02)	25,000.00
Window Replacement Program	4161-0000	0.00	250.00	0.00	3,000.00	3,000.00	3,000.00
Pest Control	4222-0000	0.00	62.50	73.50	750.00	676.50	750.00
Gutters and Drains	4223-0000	0.00	433.33	10,339.00	5,200.00	(5,139.00)	5,200.00
Landscaping	4300-0000	830.58	1,875.00	24,565.91	22,500.00	(2,065.91)	22,500.00
Landscaping Supplies	4300-0010	0.00	166.67	725.55	2,000.00	1,274.45	2,000.00
Snow Removal	4310-0000	4,095.00	166.67	4,095.00	2,000.00	(2,095.00)	2,000.00
Recreation Facility	4400-0000	0.00	62.50	0.00	750.00	750.00	750.00
Total Expense		22,253.95	10,388.00	135,109.99	124,656.00	(10,453.99)	124,656.00
Surplus(deficit) from operations		(8,473.15)	3,416.67	31,859.48	41,000.00	(9,140.52)	41,000.00
Contingency Reserve Transfer	4800-0000	2,083.33	2,083.33	24,999.96	25,000.00	0.04	25,000.00
Roof Reserve Transfer	4800-0010	1,333.33	1,333.33	15,999.96	16,000.00	0.04	16,000.00
Total operating surplus(deficit)		(11,889.81)	0.00	(9,140.44)	0.00	(9,140.60)	0.00

Windsor Oak (nw3312)
Proposed Budget
Effective February 1, 2009 to January 31, 2010

Account		YTD Actual 12 months Jan 31/09	2008-2009 Approved Budget	2009-2010 Proposed Budget
Income				
Operating Income	3000-0000	140,157.00	140,156.00	156,407.70
Contingency Reserve Income	3010-0000	24,999.96	25,000.00	25,000.00
Interest Income	3030-0000	462.68	500.00	500.00
Amenity Rental	3070-0000	1,349.83	0.00	0.00
Total Income		166,969.47	165,656.00	181,907.70
Expense				
Agent Fee	4000-0000	20,418.75	20,034.00	21,035.70
Legal/consulting fees	4010-0000	0.00	750.00	500.00
Photocopying/Postage	4012-0000	3,497.48	2,500.00	2,500.00
Bank Charges	4015-0000	74.00	72.00	72.00
Insurance	4040-0000	25,918.98	24,000.00	29,000.00
Insurance Claim/Deductible	4040-0020	0.00	5,000.00	0.00
Electricity	4050-0000	1,249.64	1,500.00	1,500.00
Gas	4058-0000	497.38	600.00	600.00
Fire Protection	4142-0000	4,084.50	2,500.00	4,000.00
Painting	4145-0000	0.00	1,500.00	0.00
Repairs & Maintenance - Interior	4160-0010	6,830.28	5,000.00	6,500.00
Repairs & Maintenance - Exterior	4160-0020	32,740.02	25,000.00	32,000.00
Window Replacement Program	4161-0000	0.00	3,000.00	3,000.00
Pest Control	4222-0000	73.50	750.00	200.00
Gutters and Drains	4223-0000	10,339.00	5,200.00	7,500.00
Landscaping	4300-0000	24,565.91	22,500.00	25,000.00
Landscaping Supplies	4300-0010	725.55	2,000.00	2,000.00
Snow Removal	4310-0000	4,095.00	2,000.00	5,000.00
Recreation Facility	4400-0000	0.00	750.00	500.00
Total Expense		135,109.99	124,656.00	140,907.70
Surplus(deficit) from operations		31,859.48	41,000.00	41,000.00
Contingency Reserve Transfer	4800-0000	24,999.96	25,000.00	25,000.00
Roof Reserve Transfer	4800-0010	15,999.96	16,000.00	16,000.00
Total operating surplus(deficit)		(9,140.44)	0.00	0.00

STRATA PLAN NW3312 (Windsor Oak)
STRATA FEE SCHEDULE
February 1, 2009 - January 31, 2010

ANNUAL OPERATING FEE
ANNUAL CRF FEE
ANNUAL STRATA FEE

156,407.70
25,000.00
181,407.70

SL	SUITE	U/E	2009-2010 STRATA FEES			2008-2009	
			OPERATING	CRF FEE	Total Fees	Strata Fees	Change
1	1	14	165.89	26.52	192.40	175.17	17.23
2	2	14	165.89	26.52	192.40	175.17	17.23
3	3	14	165.89	26.52	192.40	175.17	17.23
4	4	14	165.89	26.52	192.40	175.17	17.23
5	5	14	165.89	26.52	192.40	175.17	17.23
6	6	11	130.34	20.83	151.17	137.63	13.54
7	7	14	165.89	26.52	192.40	175.17	17.23
8	8	11	130.34	20.83	151.17	137.63	13.54
9	9	14	165.89	26.52	192.40	175.17	17.23
10	10	19	225.13	35.98	261.12	237.72	23.40
11	11	19	225.13	35.98	261.12	237.72	23.40
12	12	19	225.13	35.98	261.12	237.72	23.40
13	13	19	225.13	35.98	261.12	237.72	23.40
14	14	19	225.13	35.98	261.12	237.72	23.40
15	15	19	225.13	35.98	261.12	237.72	23.40
16	16	19	225.13	35.98	261.12	237.72	23.40
17	17	19	225.13	35.98	261.12	237.72	23.40
18	18	11	130.34	20.83	151.17	137.63	13.54
19	19	14	165.89	26.52	192.40	175.17	17.23
20	20	11	130.34	20.83	151.17	137.63	13.54
21	21	14	165.89	26.52	192.40	175.17	17.23
22	22	14	165.89	26.52	192.40	175.17	17.23
23	23	14	165.89	26.52	192.40	175.17	17.23
24	24	11	130.34	20.83	151.17	137.63	13.54
25	25	14	165.89	26.52	192.40	175.17	17.23
26	26	11	130.34	20.83	151.17	137.63	13.54
27	27	14	165.89	26.52	192.40	175.17	17.23
28	28	11	130.34	20.83	151.17	137.63	13.54
29	29	14	165.89	26.52	192.40	175.17	17.23
30	30	11	130.34	20.83	151.17	137.63	13.54
31	31	14	165.89	26.52	192.40	175.17	17.23
32	32	11	130.34	20.83	151.17	137.63	13.54
33	33	14	165.89	26.52	192.40	175.17	17.23
34	34	11	130.34	20.83	151.17	137.63	13.54
35	35	14	165.89	26.52	192.40	175.17	17.23
36	36	11	130.34	20.83	151.17	137.63	13.54
37	37	14	165.89	26.52	192.40	175.17	17.23
38	38	11	130.34	20.83	151.17	137.63	13.54
39	39	14	165.89	26.52	192.40	175.17	17.23
40	40	11	130.34	20.83	151.17	137.63	13.54
41	41	14	165.89	26.52	192.40	175.17	17.23
42	42	11	130.34	20.83	151.17	137.63	13.54
43	43	14	165.89	26.52	192.40	175.17	17.23
44	44	11	130.34	20.83	151.17	137.63	13.54
45	45	14	165.89	26.52	192.40	175.17	17.23
46	46	11	130.34	20.83	151.17	137.63	13.54
47	47	14	165.89	26.52	192.40	175.17	17.23
48	48	11	130.34	20.83	151.17	137.63	13.54
49	49	14	165.89	26.52	192.40	175.17	17.23
50	50	11	130.34	20.83	151.17	137.63	13.54
51	51	14	165.89	26.52	192.40	175.17	17.23
52	52	11	130.34	20.83	151.17	137.63	13.54
53	53	14	165.89	26.52	192.40	175.17	17.23
54	54	11	130.34	20.83	151.17	137.63	13.54
55	55	14	165.89	26.52	192.40	175.17	17.23
56	56	11	130.34	20.83	151.17	137.63	13.54
57	57	14	165.89	26.52	192.40	175.17	17.23

0.10

**SPECIAL RESOLUTION (3/4 VOTE) #1
OPERATING BUDGET DEFICIT**

WHEREAS the operating budget for the 2007-2008 fiscal year has resulted in a deficit for the year, and

WHEREAS, subject to Part 6, Division 3, Clause 105(2) of the *Strata Property Act*, "If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year."

BE IT HEREBY RESOLVED, by a $\frac{3}{4}$ vote of the owners, Strata Plan NW 3312 – "Windsor Oak", that an amount of \$9,140.44 be raised by means of a special levy, based on unit entitlement as registered at the Land Titles Office, to eliminate the 2007-2008 trading budget deficit.

This special levy is due and payable upon passage of this resolution. As a matter of convenience only, the amount due may be paid on or before October 1, 2009.

Any owner who fails to make payment(s) in accordance with this resolution shall be assessed a fine of \$50.00 on each such late payment. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

Sections 116, 117 and 118 of the *Strata Property Act* shall be applicable where an owner fails to make the required payment as authorized by the passing of this $\frac{3}{4}$ vote.

Please see the attached unit schedule.

34	34	11	91.40
35	35	14	116.33
36	36	11	91.40
37	37	14	116.33
38	38	11	91.40
39	39	14	116.33
40	40	11	91.40
41	41	14	116.33
42	42	11	91.40
43	43	14	116.33
44	44	11	91.40
45	45	14	116.33
46	46	11	91.40
47	47	14	116.33
48	48	11	91.40
49	49	14	116.33
50	50	11	91.40
51	51	14	116.33
52	52	11	91.40
53	53	14	116.33
54	54	11	91.40
55	55	14	116.33
56	56	11	91.40
57	57	14	116.33
58	58	11	91.40
59	59	14	116.33
60	60	14	116.33
61	61	14	116.33
62	62	14	116.33
63	63	14	116.33
64	64	14	116.33
65	65	14	116.33
66	66	14	116.33
67	67	19	157.88
68	68	19	157.88
69	69	19	157.88
70	70	19	157.88
71	71	11	91.40
72	72	14	116.33
73	74	11	91.40

**SPECIAL RESOLUTION (3/4 VOTE) #2
FIRE PIT BYLAW ADDITION**

PREAMBLE

As council is concerned about the risk fire pits present to all owners and property;

RESOLUTION

BE IT RESOLVED, the owners, Strata Plan NW 3312, do hereby approve the addition of the following bylaw:

44.17 Fire pits of any kind are not permitted to be used on limited common property, common property or a common asset of the strata corporation.

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW 3312 - "WINDSOR OAK"
19160 – 119th AVENUE, PITT MEADOWS, BC**

Held on January 14, 2009 in the Clubhouse

PRESENT:	Stewart deBalinhard	President
	Marie Bourgeois	Vice-President
	Anita Boulianne	
REGRETS:	Kim Musselman	Treasurer
	Don Mann	
AGENT:	Ann Benoit, Strata Agent, <i>Ascent Real Estate Management</i>	

CALL TO ORDER

The meeting was called to order at 7:03 p.m.

MINUTES

It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** to approve the November 14, 2008 minutes as previously circulated. A quorum was not achieved at the December meeting and therefore a meeting did not occur.

FINANCIALS

It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** to approve the financial statements ending December 2008.

Contingency Reserve: As previously reported, funds are being borrowed from the Contingency Reserve Fund to cover operating expenses.

Arrears: Statements have been forwarded to all owners who are in arrears. Two units have been forwarded to the strata corporation's legal representative for collection. Two demand letters have been sent for outstanding levies and strata fees.

BUSINESS ARISING

1. **Balcony Repairs:** Columbia Restoration will be completing the interior repairs to one unit once the owner has removed their contents from their garage so that the contractor may access the common property. Correspondence has been forwarded to the owner advising them of this requirement.
2. **Visitor Parking:** Council would like to once again remind all owners that they are not permitted to park in visitors parking. Council understands that parking is difficult when snow is present, but council is worried that access for emergency vehicles would not have been permitted during the recent snow fall. Some owners blocked other owners' garages and some blocked the roadway. Please try to park in your garage if possible, or along the city roadways. Towing signs are being placed around the complex and council will be towing all vehicles that are improperly parked. Please refer to the following bylaws put forth by the strata corporation:

9. **Thank-you:** Council would like to thank Lori Imai and Marie Bourgeois for photocopying and distributing the minutes to owners, thus saving the strata corporation the mailing expense.
10. **Downspout Repair:** The downspout for one unit has become disconnected. It will be repaired when a contractor is on site to facilitate another repair.
11. **Christmas Lights:** All owners are reminded that Christmas lights are to be removed by January 15th as per the below bylaw.

44.11 : An owner must ensure that Christmas lights are installed after November 15th of the year approaching Christmas and removed before January 15th of the year following Christmas.

CORRESPONDENCE

1. Correspondence was received from an owner concerning a unit that may be a rental. The subject owner reported that the unit is not a rental.
2. Correspondence was received from an owner concerning condensation in her unit. Council forwarded the owner an article concerning condensation and a response from the council president.
3. Correspondence was received from an owner concerning parking, the providing of bylaws to new owners and the number of rentals available. Any owner wishing to rent must forward a request to the strata agent in writing. There are currently two rentals, and two are still available. Bylaws are provided to all owners when they first purchase.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:37 p.m.

The next meeting is the Annual General Meeting Preparation meeting and therefore no minutes will be distributed.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan NW 3312



Ann Benoit
Strata Agent
abenoit@ascentpm.com
Direct Line: 604-293-2418

AB/sm

PLEASE BE ADVISED THAT ASCENT STRATA EMERGENCY NUMBER IS 604-293-2459.

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 Email: abenoit@ascentpm.com Website: www.ascentpm.com